

RAINY RIVER PUBLIC LIBRARY

Category: PERSONNEL		Number: PE16
	Topic: Professional Development	Page: 1 of 1
Date: Jan. 9, 2018	Authorized by:	

1. The Rainy River Public Library Board recognizes that it is essential for employees and Board members to maintain and upgrade their skills and knowledge, in order to provide effective, efficient, high-quality service.
2. All new employees and Board members must receive the orientation specified for their position. This includes employees changing position through an internal application process or reassignment.
3. A checklist of orientation matters will be completed by each probationary staff person. The checklist must be signed by the employee to confirm completion, counter-signed by the CEO, and added to the personnel files.
4. With the approval of the Library Board, in-service education is provided to employees on matters deemed essential to their duties.
5. While attending a conference, in-service or other professional development event, the employee will be compensated at their usual rate of pay for the actual time spent on duty at the event.
6. Staff approved to enrol in the EXCEL and Advanced EXCEL programs will have their registration fees for those courses paid directly by the Library Board.
7. Any staff person or library board member receiving compensation for a professional development activity must submit a written report to the Library Board after completing the activity. No compensation will be paid until the written report has been received by the Board.
8. Employees and board members may be required to provide in-service training to other employees and/or board members.